

Laffoon, Susan

Subject: Planning meeting preparation
Location: mec office

Start: Mon 5/3/2004 1:00 PM
End: Mon 5/3/2004 2:30 PM

Recurrence: (none)

Meeting Status: Accepted

Required Attendees: Laffoon, Susan; Morton, Michael

Susan and Mike:

You both are invited to the Product Assessment (new name for STS + PI +Clinical) planning meeting May **10&11** at the Virginia Center conference center.

We have some preparation to do for that meeting:

1. Revise the "role" for our group
2. Determine a clever way to share that role (I'll give you more details at meeting)
3. Review our work plan for this year and think about what could be coming our way in 2005.
4. Think about SWOT - strengths, weaknesses, opportunities, and threats - for both Product Assessment and RD&E.

Outcomes from the planning meeting role up to RD&E 2005 plans.